

Rhode Island Nursing Education Center (RINEC)
Job Description

Title: Facilities Coordinator
Grade: 7
Status: Non-Exempt; 35 hours per week; may involve non-standard hours as required
Union Affiliation: NUNC (Non-union, non-classified)
Reports To: Executive Director of the RINEC

POSITION OVERVIEW:

The Office of the Postsecondary Commissioner invites applications for the full-time position of Facilities Coordinator.

The Rhode Island Nursing Education Center (RINEC) is overseen by the Rhode Island Office of the Postsecondary Commissioner. It is a shared facility between Rhode Island College School of Nursing (RIC SON) and University of Rhode Island College of Nursing (URI CON). The RINEC occupies approximately 132,000 square feet of South Street Landing. It includes shared simulation suites, skills labs, and classrooms as well as institutional faculty offices. The RINEC offers state-of-the-art learning environments for the nursing students of RIC SON & URI CON.

PRIMARY PURPOSE:

This individual is responsible for oversight of the RINEC facility and coordination of facilities services within our tenant space.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Coordination of facilities services within the RINEC facility.
- Scheduling of services and work to be completed within the RINEC by internal parties (Property Management) and external parties (vendors / contractors).
- Complete administrative duties necessary for the proper functioning of the department.
- Collaborate with external vendors involved in events at the RINEC.
- Serve as liaison to the Property Management Team at the facility.
- Monitor the access system and ensure all students, staff and faculty have the appropriate access levels.
- Maintain an inventory of all capital equipment at the RINEC.
- Develop and maintain a tracking system for all work order requests to allow for analysis and evaluation of systemic issues; recurring problems and one-time events.
- Handle information of a sensitive and confidential nature.
- Perform other duties as required.

REQUIRED QUALIFICATIONS STANDARDS:

Education: Bachelor's degree (BS/BA) required.

Experience: Minimum of three years' experience in a complex administrative role, preferably in education and/or facilities and operations setting, with responsibility for procedural development.

Required Skills, Knowledge and Abilities:

- Ability to work non-standard hours.
- Strong interpersonal skills and ability to communicate effectively.
- Experience working with students and faculty in the higher education environment.
- Ability to multitask in a fast-paced environment, and to work with minimal supervision in a deadline-driven environment, balancing multiple priorities, ability to handle information of a sensitive and confidential nature.
- Ability to work with diverse populations.
- Ability to interpret institutional policies, plans, objectives, rules, and regulations.
- Demonstrated experience using Microsoft Office Suite, including Excel, PowerPoint and Word.

ENVIRONMENTAL CONDITIONS:

Office and clinical simulation lab environment. Varied laboratory conditions involving mechanical, electrical, and lifting hazards. Includes work with medical equipment including latex based products.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Applications for this position should be submitted via the Rhode Island College website, found at this link: <https://employment.ric.edu/postings/3593/>.